

**OPERATING PROCEDURES
COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN
WORKING GROUP**

27 January 2003

The Working Group will meet at 8:30 am on the 2nd Friday of the month beginning in March with meetings dedicated to discussion of the topics as set forth in the Program & Schedule; the WG will not be limited to the questions in the Program & Schedule.

There shall be six sub-committees with the chairs and deadlines for the filing of sub-committee reports to the Consultant as set forth in the Sub-Committees Document. There shall be no additional sub-committees except by unanimous vote of WG members (Members) present. Members are free to join any sub-committee at any time.

Sub-committee chairs are responsible for organizing the meetings, work programs and other arrangements for their sub-committees and they shall provide information concerning meeting times, dates, places and agendas and sub-committee work programs to Consultant in a timely manner to facilitate speedy and timely sharing of this information with Members and the public.

WG discussions will be guided by papers to be distributed at least eight days prior to the appropriate meeting. These discussion paper(s) will be prepared by Consultant, the RIRRC staff or other RIRRC consultants and will be written as draft sections of the new RI Comprehensive Solid Waste Management Plan (the Plan) and will highlight the changes proposed from the current Plan.

Papers by a sub-committee or Member on any topic are invited. Such papers must be received by Consultant at least 15 calendar days before they are to be discussed. They will be distributed to Members along with the papers for which RIRRC will be responsible, and they will be integrated into the discussions at the appropriate meetings. Papers received from sub-committees or Members after the deadlines set forth in the Sub-Committees Document shall not be discussed at WG meetings. They will, however, be distributed for Members' consideration and they will be taken into consideration by Consultant in drafting the new Plan.

WG discussions shall be limited to the topics and dates in the Program & Schedule. Changes to the discussion topics, the work program and the schedule set forth in the Program & Schedule shall be subject to the unanimous vote of the Members present. However, to provide added flexibility, limited discussion of a completing or refining nature can be conducted during the opening portion of a following meeting subject to general agreement by the Members present.

Extended discussions on complex or difficult issues can be conducted at the unassigned November meeting, at the December meeting on Objectives or at the January and February meetings on the draft complete Plan.

After the paper(s) have been discussed at a meeting, Consultant will redraft the proposed new Plan section based on the discussions and on the paper(s) received from sub-committees or Members. Extended discussion of papers can be conducted in the last four meetings as outlined above. Prior to the December meeting, the WG will not go back to reopen previous discussions, except by unanimous consent of members present.

WG and sub-committee meetings will be open to the public and will be announced on the DEM and RIRRC web sites. Materials used by the WG, drafts and other information developed during the course of updating the Plan will be posted on the web sites. Members of the public will have the opportunity to speak during the public participation period at the end of each WG meeting after the WG has completed its agenda.

Meetings will be conducted by Co-Chairs Michael McGonagle and Terrence Gray and will be held at the RIRRC, 65 Shun Pike, Johnston. Changes in meeting dates, times and locations and changes to these Operating Procedures cannot be made except by unanimous vote of Members present.

There will be no quorums and the WG, which serves in an advisory capacity, will express its advice by consensus, defined as agreement by most. Minutes of each WG meeting will be provided to its members prior to the next meeting and will be posted on the websites. Except as specifically provided herein, there shall be no votes.